

## **MADERA COUNTY**

### **DISTRICT ATTORNEY CRIMINAL INVESTIGATOR**

#### **DEFINITION**

Under direction, to plan, evaluate, initiate, and conduct criminal investigations, including the more complex and sensitive cases; to support prosecution of criminal matters; to prepare evidence and information for legal cases; to perform law enforcement and criminal prevention assignments; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class in the District Attorney Criminal Investigator class series. Assignments require comprehensive knowledge of investigation procedures, case preparation, and the policies of the District Attorney's Office. Incumbents initiate a variety of investigations, working with a substantial degree of judgment and independence.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Analyzes and evaluates information and evidence gained from investigations; prepares comprehensive reports; provides advice and information for District Attorney's legal staff; interviews complainants and witnesses regarding criminal offenses and determines appropriate action; traces and locates missing witnesses, victims, and fugitives for court appearances; schedules, plans, and coordinates witness interviews for legal staff; arranges for witnesses to make appearance in an orderly and timely manner; arranges for transportation and lodging of witnesses; performs criminal identification work to determine suspect identifications; obtains certified court documents to establish evidence of prior incarcerations and felony convictions; arranges and compiles legal documents enabling the extradition of fugitives; receives, evaluates, and stores crucial evidence for cases; coordinates criminal laboratory investigations and determines the value of findings; conducts investigations of child stealing offenses; interprets and explains laws, rules, and regulations related to investigations; evaluates requests and assists with determining the basis for criminal complaints; arranges for and supplies protection to confidential informants in cases; conducts investigations which may involve public officials; may provide some training, supervision, and work assignment coordination for other staff; may act as a liaison between District Attorney and staff and other law enforcement agencies; represents the District Attorney's Office at meetings and conferences; conducts applicant background investigations.

## **OTHER JOB RELATED DUTIES**

Serves as a spokesperson with the local community regarding sensitive matters; performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Investigation procedures, techniques, procedures, and sources of information.  
Principles of identification, preservation, and presentation of evidence.  
Legal procedures and rules of evidence.  
Recent court decisions on arrest procedures and the preservation and presentation of evidence.  
Interviewing techniques, including effective methods of obtaining information from witnesses.  
Principles and practices of law enforcement.  
Laws of arrest and rules of evidence.  
Crime detection and prevention techniques.  
Care and operation of small firearms and other law enforcement equipment.

### **Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.  
Perform the more complex and sensitive investigation assignments.  
Secure, information from witnesses, victims, and suspects.  
Exercise restraint and judgment in emergency situations.  
Maintain accurate case records.  
Prepare clear, concise, and comprehensive reports.  
Preserve and care for evidence.  
Operate firearms safely and skillfully.  
Tactfully and effectively represent the District Attorney's Office in public contacts.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of comprehensive law enforcement investigative experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work and specialized training in law enforcement.

**License or Certificate:**

Possession of appropriate certification from the California Commission on Peace Officer Standards and Training.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 80 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

**Effective Date:** May, 1995